



Longview Independent School District

JOB DESCRIPTION

TEACHER – SPECIAL EDUCATION, PPCD

JOB TITLE:	Teacher - Special Education, PPCD	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth; develop or modify curricula and prepare lessons and other instructional materials to student ability levels; work in self-contained, team, departmental, or itinerant capacity as assigned

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree from accredited college or university

Valid Texas teaching certificate with required special education endorsements for subject and level assigned

Special Knowledge/Skills:

- Knowledge of special needs of students in assigned area
- Knowledge of Admission, Review, and Dismissal (ARD) Committee process and Individual Education Plan (IEP) goal setting process and implementation
- Specific knowledge of subjects assigned
- General knowledge of curriculum and instruction
- Ability to instruct students and manage their behavior
- Strong organizational, communications, and interpersonal skills

Experience:

At least one year of field experience (student teaching) or approved internship



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MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Strategies

1. Collaborate with students, parents, and other members of staff to develop IEP through the ARD Committee process for each student assigned
2. Implement an instructional, therapeutic, or skill development program for assigned students and show written evidence of preparation as required
3. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
4. Work cooperatively with classroom teachers to modify regular curricula as needed and assist special education students in regular classes with assignments
5. Participate in ARD Committee meetings on a regular basis
6. Present subject matter according to guidelines established by IEP
7. Employ a variety of instructional techniques and media to meet the needs and capabilities of each student assigned
8. Plan and supervise assignments for teacher aide(s) and volunteer(s)
9. Use technology in teaching/learning process

Student Growth and Development

10. Conduct ongoing assessments of student achievement through formal and informal testing
11. Provide or supervise personal care to include diapering and other essential needs, medical care, and feeding of students as stated in IEP
12. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by campus principal
13. Be a positive role model for students; support mission of school district



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Classroom Management and Organization

14. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
15. Manage student behavior and administer discipline; this includes intervening in crisis situations and physically restraining students as necessary according to IEP
16. Consult with classroom teachers regarding management of student behavior according to IEP
17. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
18. Assist in selection of books, equipment, and other instructional materials

Communication

19. Establish and maintain open lines of communication by conducting conferences with parents, students, principals, and teachers
20. Maintain a professional relationship with colleagues, students, parents, and community members
21. Use effective communication skills to present information accurately and clearly

Other

22. Participate in staff development activities to improve job-related skills
23. Keep informed of and comply with federal, state, district, and school regulations and policies for special education teachers
24. Compile, maintain, and file all physical and computerized reports, records, and other documents required
25. Attend and participate in faculty meetings and serve on staff committees as required
26. Comply with district policies, as well as state and federal laws and regulations



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Other (continued)

27. Adhere to the district's safety policies and procedures
28. Maintain confidentiality in the conduct of district business
29. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
30. Demonstrate regular and prompt attendance
31. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS:

Physical Demands/Environmental Factors:

Frequent/prolonged standing, walking, stooping, bending, kneeling, squatting, pulling, pushing, twisting, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities, control behavior through physical restraint, assist nonambulatory students, and lift and move adaptive and other classroom equipment; may work prolonged or irregular hours.

EVALUATION:

Teacher Evaluation and Support System (T-TESS)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: March, 2017